



Richland Soil and Water Conservation District

Conservation, Education and Stewardship
1495 West Longview Ave. Suite 205B,
Mansfield, Ohio 44906
www.richlandswcd.net • 419.747.8686

Richland Soil and Water Conservation District Environmental Internship

The mission of the Richland Soil and Water Conservation District (RSWCD) is to assist the citizens of Richland County to protect and improve the County's natural resources by providing exceptional educational, planning and technical assistance.

RSWCD is seeking a current college student (not recent graduate) for an internship for the Clean Water Act's Municipal Stormwater MS4 program to begin winter 2024. Pay for the position will be \$12/hour. Funding has been generously provided by the Richland Foundation Rupp Grant.

Duties and Responsibilities:

- Conducting dry weather inspections that includes chemical testing of the water quality.
- Conducting wet weather storm drain to outfall location verification using dye, GPS and GIS Tools.
- Scanning of stormwater plans.
- Assist in conducting stormwater permit inspections and reporting.
- Assist with other MS4 initiatives related to the minimum control measures.
- Assist in public education, outreach, and involvement activities.
- Work with outside organizations.
- Conduct general MS4 research and prepare reports.
- Assist with occasional after-hours events.
- General office duties such as issuing stormwater permits, answering phones, filing, helping customers and other miscellaneous duties as assigned.

Internship Requirements and Skills

- Availability to work 15-20 hours/week during the school semester(s).
- Education (or pursuing education) in an environmental field or related major from an accredited college or university.
- Technical skills—ability to use a variety of computer software and geographic information system tools.
- Good communicator, both orally and written.
- Map reading.
- Desire to be outside in all weather conditions, including winter.
- Produce basic pamphlets, PowerPoint presentations, Word documents, Excel worksheets.
- Must submit to and pass a drug screening and background check per County Policy.
- Current valid Ohio driver's license and insurance with a good driving record.
- Organizational skills with respect to paperwork and digital filing systems.

Working Conditions

- May require climbing, kneeling, bending, and twisting to perform duties.
- May require walking, standing, and sitting for extended periods of times.
- Pushing, pulling, or lifting equipment and supplies occasionally weighing up to 50 lbs.

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- Required to work both inside an office setting and outside performing field work, field inspections, and workshops.
- Exposure to heat, sun, humidity, rain, wind, sleet, hail, cold, snow, ice, and other natural weather conditions.
- Exposure to noise, dirt, mechanical hazards, traffic hazards, dust, insects and whatever may be floating or submersed in any water body.

How to Apply: Please send a resume, cover letter, transcript and class schedule by October 30, 2023, to Richland SWCD, 1495 W. Longview Suite 205B, Mansfield OH 44906 or email at Director@richlandswcd.net. Include your work experience and level of education, including specific coursework you have taken related to the position.

Equal Opportunity Employment: Richland Soil and Water Conservation District's programs are available without regard to race, color, religion, sex, gender identity, age, national origin, ancestry, disability, or veteran status.

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